

**HEADQUARTERS, U.S. ARMY MEDICAL DEPARTMENT CENTER AND SCHOOL  
AND FORT SAM HOUSTON**  
FORT SAM HOUSTON, TEXAS 78234-5014



# **BULLETIN**

THIS PUBLICATION IS VALID FOR 90 DAYS  
SPONSORS ARE RESPONSIBLE FOR KEEPING THEIR FAMILY MEMBERS INFORMED



**BULLETIN 12**

**23 Mar 06**

## **Section I. OFFICIAL**

1. Official notices in this bulletin are orders of the command.
2. **DETAILS:** The units listed herein are scheduled for Casualty Notification Officer (CNO) duty on the dates indicated.

### **CASUALTY NOTIFICATION:**

**1 Feb 06 to 31 Mar 06 - AAMEDDC&S**

**SPECIAL INSTRUCTIONS:** Directors/staff section chiefs/commanders will ensure their affected soldiers are notified of changes. The CNO (formerly called Personnel Notification Officer (PNO)) is required to report to the Transition Point, Bldg 2267, on Wed for a briefing prior to going on detail. All SFCs through MAJ are required to notify the Duty Roster Custodian 15 days prior to departing on leave or TDY and 30 days prior to PCS, retirement, or ETS. Personnel scheduled for CNO duty are required to possess a Defensive Driving Course Card and a valid military/civilian driver's permit in order to operate military vehicles in the performance of their duty. Any questions pertaining to these instructions, please contact the Casualty Affairs Office during duty hours, 1-0051/1780. After duty hours contact the AMEDDC&S & FSH Staff Duty, Bldg 367, 1-2810.

**3. FSH EQUAL OPPORTUNITY/SEXUAL & HARASSMENT HOTLINE TELEPHONE NUMBER:** The AMEDDC&S & FSH Equal Opportunity/Sexual Harassment Hotline number is 5-0647 or DSN 421-0647. The purpose of the hotline is to provide procedural information on the filing of equal opportunity or sexual harassment complaints. The hotline is operational 24 hours a day. Callers may also contact the AMEDDC&S & FSH Equal Opportunity Office at 1-9276, DSN 471-9276, or by fax number 1-1322. The POC is EEO at 1-9276. (IMSW-SMH-EEO/1-9276)

**4. AUTOMATED OUT-PROCESSING SYSTEM:** The Automated Out-Processing System was established to decrease the clearing time and limit soldiers to clearing only those areas they have utilized during their tenure at FSH. Soldiers have a requirement to physically visit or call the Personnel Services at 1-9274, 35 days prior to departure, to schedule their initial appointment (which starts the process working). Soldiers will receive DA Form 137-R, Installation Clearance Record, at their initial briefing. The point of contact is Mr. Agosto, 5-8809. (IMSW-SMH-HRM-H/5-8809)

**ARMY COMMUNITY OF EXCELLENCE-----MAKE IT A WAY OF LIFE**

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**5. NEW ENTRANT CONFIDENTIAL FINANCIAL DISCLOSURE REPORT:** All commanders and supervisors are required by DOD 5500.7-R Joint Ethics Regulation (JER) to review the job duties of each employee (military or civilian) newly assigned or detailed to a **"covered position"** and promptly report the name of the employee to the Ethics Counselor, Office of the Staff Judge Advocate, AMEDDC&S & FSH, ATTN: MCCS-BJA-AL. That employee is required to file a New Entrant Confidential Financial Disclosure Report (OGE Form 450) within thirty days of assuming his or her position. An employee occupies a **"covered position"** when the official responsibilities of the employee require them to participate personally and substantially through decision or exercise of significant judgment in taking official action for contracting or procurement; administering or monitoring grants, subsidies, licenses or other Federally conferred financial or operational benefits; regulating or auditing any non-federal entity; or other activities in which the final decision or action may have a direct and substantial economic impact on the interests of any non-Federal entity. An employee is also required to file an OGE Form 450 when the commander/supervisor determines that the duties and responsibilities of the position require the employee to file such a report to avoid an actual or apparent conflict of interests and to carry out the purpose of any statute, Executive Order, or regulation applicable to or administered by that reporting individual. On notification, the Ethics Counselor will contact the employee and assist him/her in obtaining, completing, and filing the OGE 450. The POC is the Ethics Counselor at 1-2373/0485. (IMSW-SMH-LAA/1-2373/0485)

**6. ANTITERRORISM AWARENESS – TRAVEL OUTSIDE THE U.S.**

AR 525-13 mandates that military personnel and DOD civilians traveling outside the 50 United States, its territories and possessions (to include on leave, pass, or temporary duty) receive:

- A destination country update within two months of travel and
- Antiterrorism Awareness Training (Level 1) within 12 months of travel.

For more information, contact your unit Antiterrorism Advisor or the FSH Antiterrorism Office at 295-0535/295-0509.

**7. CUSTOMER NOTIFICATION (100% AMMUNITION INVENTORY):** The Fort Sam Houston Ammunition Supply Point (ASP) will be closed on the dates listed below to conduct a 100% inventory. Emergency requests should be brought to the attention of Ms. Vanessa C. Alford, 210-221-1065, cell 210-669-5173.

**Ammunition Inventory Dates:**

27-31 Mar 06

26-30 Jun 06

11-15 Sep 06

**8. LEVEL 1 SUBVERSION AND ESPIONAGE DIRECTED AGAINST THE U.S. ARMY (SAEDA) TRAINING:** IAW Army Regulation 380-5, Department of the Army Information Security Program and Army Regulation 381-12, SAEDA, all Department of the Army (DA) personnel, military, and civilians, regardless of clearance and/or access level held will receive SAEDA training at least biennially. The new scheduled dates for the Level 1 SAEDA Training for calendar year (CY) 2006 are listed as follows. Scheduled dates are subject to change due to availability of instructor or mission requirements. All training will last approximately 2.5 hours. Training will be held in Blesse Auditorium (Bldg 2841). The purpose of publishing this schedule is to allow DOD personnel to arrange their work or personal schedules in order to attend one of the SAEDA Sessions. The Army

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Medical Department Center and School Security Office will be offering this training on the following date:

<u>Date</u>	<u>Start Time</u>	<u>End Time</u>	<u>Day</u>	<u>Location</u>
14 June 06	0900 hrs	1030 hrs	Wednesday	Blesse Auditorium

For more information please contact Mr. Elbert Lewis, 1-8200/8106, SFC Kelley, 1-8569/8199, or SFC Larvins, 1-3227 (32d Med Bde) at the AMEDDC&S Security Office, Bldg 2840, room 026/113.

**9. ANNUAL ETHICS TRAINING AND ACQUISITION ETHICS TRAINING:** The Commanding General (CG), AMEDDC&S and FSH, has directed that all soldiers and civilian employees attend one hour of live ethics training during the CY2006. The ethics training must be taught face-to-face by an Ethics Attorney. These classes will be taught in Blesse Auditorium, Willis Hall, Bldg 2840, according to the following schedule. Any changes to this schedule will be posted in the News Leader.

<u>Date</u>	<u>Day</u>	<u>Time</u>
5 April	Wednesday	1300-1400
10 May	Wednesday	0900-1000
8 June	Thursday	1300-1400
12 July	Wednesday	0900-1000
1 August	Tuesday	1300-1400
6 September	Wednesday	0900-1000
2 October	Monday	1300-1400
8 November	Wednesday	0900-1000
1 December	Friday	1300-1400

The CG has further directed that all soldiers and Civilian employees whose official duties include procurement function (this includes Government Purchase Card holders and approving officials), must also attend an additional hour of acquisition ethics training. This second hour of acquisition ethics training will be taught in Blesse Auditorium at the following dates and times.

<u>Date</u>	<u>Day</u>	<u>Time</u>
5 April	Wednesday	1400-1500
10 May	Wednesday	1000-1100
8 June	Thursday	1400-1500

Commanders/supervisors will report their Soldiers' and/or employees' attendance to either Ms. Monica Arzola (221-8915) for AMEDDC&S personnel or Ms. Linda Mixon (221-1832) for U.S Army Garrison personnel. One way commanders/supervisors may verify attendance by checking the sign-in sheets which will be posted on the post LAN (G drive) in the SJA Ethics Roster folder. My office will notify the CG of those organizations that fail to report 100% attendance by 15 December. The POC is Ms. Judkins or Mr. Tanner, 221-2373/0485.

**10. NCO RISK MANAGEMENT TRAINING:** All, The NCO Risk Management Training course will be held 8-12 May 2006, building 2841. Contact Mr. Richard Edges, **by 10 April**, thru email or at 221-3857 to register.

**MISSION STATEMENT:** The Combat Readiness Center Mobile Training Team assists units by providing NCO risk management training for the purpose of supporting the commander's safety

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program through: Safety program compliance, Risk management implementation, and Accident prevention

**Target audience** - NCOs (E5 and above and Officers)- To provide unit level leaders (NCOs) with the skills necessary to ensure safety program compliance, implement risk management in daily operations, and prevent accidents. Duration - 45 hours (5 days) Conducted by Mobile Training Team

**Training Focus:** Directed at NCO's involved in daily operations, Develops skills necessary to identify hazards, develop controls and countermeasures before they result in accidents, Provides soldiers with procedures on how to minimize safety concerns and concentrate on mission accomplishment, Teaches soldiers how to consistently identify priorities in respect to hazard identification and controls.

It is accredited by the American Council on Education and completion will award attendees 3 semester hours of undergraduate credit. (5/6)

**11. SEALED BID AUCTION OF NAF PROPERTY EQUIPMENT:** NAF will accept sealed bids on two (2) horses. The horses range in age from 23 to 27 years. The purchaser will be responsible for removing the horse(s) from the Fort Sam Houston Equestrian Center. The horse(s) may be viewed by appointment at the Equestrian Center. Sealed bids will be accepted at the Equestrian Center until COB, 12 April 2006. Bids will be opened at 0800, 14 April 2006. For more information on the horses, call the FSH Equestrian Center at 224-7207. POC is Cynthia Tripoli or Joe Cavanagh at 221-3185.

**FOR THE COMMANDER:  
HQ AMEDDC&S & FSH  
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**OFFICIAL:  
EARNEST C. BRIDGES  
Chief, Human Resources and Administration**

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